

## FAQs

### Why are you changing my address?

*The City has recently adopted a formal policy for assigning addresses to structures. This policy will ensure new addresses are orderly and compliant with new addressing standards that are necessary for modernizing the 911 system, also known as Next Generation 911.*

#### [NG911 Deployment in Virginia](#)

### Will the City pay for costs I incur?

*Unfortunately, the City will not be able to help with costs that arise from changing your address.*

### What do I do about my mail?

*The US Postal Service provides mail forwarding for up to one year following an address change. You may need to fill out a change of address form and return it to the Postal Service. Please visit or contact your local Post Office for more information.*

### Can you update my driver's license?

*The City cannot update your driver's license. Please contact or visit a DMV location to update the address on your license.*

### Who are people I may need to notify?

*Your address may be attached to many different services such as your driver's license, financial accounts, online shopping, mailing lists, and more. The Voter Registrar may also need to be updated to ensure your voting address is changed. If you elect to have the Post Office forward your mail, keep an eye out for pieces of mail that come with a yellow forwarding sticker. The senders of that mail may need to be notified of your new address so they can update their database.*

## FAQs Continued

### What do I do if a third-party needs proof of my address change?

*The notice letter sent to you will include details of the old address, the new address, and the date of change. That letter has City of Fredericksburg letterhead and should be sufficient proof if needed. Please contact us if you require another copy of the letter or additional details to satisfy a third-party request.*

### Will emergency services still be able to find my house or business?

*Yes! By bringing existing addresses into compliance with new standards, we are improving the efficiency of our 911 system. This will help us save valuable seconds during emergency responses throughout the City. The address change process is necessary for us to continue to improve our system, so we thank you for your cooperation and understanding.*

Find more information on the City's website:

[www.fredericksburgva.gov](http://www.fredericksburgva.gov)

## City of Fredericksburg

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## Addressing Policy Information

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## What is an address policy?

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The City has recently adopted a formal policy for assigning addresses to structures. This policy will ensure new addresses are orderly and compliant with new addressing standards that are necessary for modernizing the 911 system, also known as Next Generation 911.

Some features of the new policy are instructions on how street signs and address numbers must be posted, the system that will be used by the City to create and distribute new address numbers, official requirements for street names, and more. These processes existed before, but are now codified and clarified in one policy document.

Some existing addresses may not conform to present standards outlined within the policy. The addressing policy outlines the processes through which addresses can be changed to ensure they are compliant.

The address change policy includes procedures for notifying property owners, how much time is allotted for property owners and residents to make the change, and the official process for changing street names or address numbers.

[A copy of the official address policy can be found on the City's website.](#)

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## Example Address Change Process:

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**Step 1:** The City determines an address needs to be changed.



**Step 2:** The City sends a written notice to the property owner and resident informing them of the new address and effective date of the change.



**Step 3:** The property owner looks over the notice and contacts the City with any questions or concerns.



**Step 4:** The property owner begins gathering a list of companies and services that use their address (banks, subscription services, Voter Registrar, deliveries, etc).



**Step 5:** The property owner fills out an address change/mail forwarding form with the US Postal Service to help ensure continued mail delivery.



**Step 6:** On the effective date, the City will officially change the address within the City's database and send out a final notice.



**Step 7:** On the effective date, the property owner updates the address numbers on their mailbox, front door, building front, and/or other locations.



**Step 8:** The property owner refers to their list of services from Step 4 to update their address with the various companies.